



For decision

Title: Internal Audit Plan 2024/25: Recruitment
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Purpose

This paper presents the internal audit review carried out by Azets of the Park Authority's recruitment and onboarding process. The review considered the recruitment processes in place, including the approval process for posts prior to advertisement through to the onboarding process for staff.

Recommendations

The Audit and Risk Committee Is asked to

- a) Consider the internal auditors report and findings.
- b) Endorse the management responses to recommendations for future action and improvements.

Executive Summary

1. Azets have completed their internal audit review of the Park Authority's approach to recruitment.
2. Overall, the report notes that the Park Authority has robust policies and processes in place that cover the end-to-end recruitment process.
3. Three recommendations have been made – one at grade 1 (limited risk exposure) and two at grade 2 (moderate risk exposure).
4. Recommendations include:
 - a) A more systematic, standardised process for documenting the proposal, review and approval of recruitment to a role.
 - b) Development of a timeframe for review of the Recruitment and Selection Policy and evidencing of this review.



- c) Action to ensure completeness of HR documentation retained and available to each employee.

5. All recommendations have been accepted by management.

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